

~~DDA Priority~~FBI Travel
DD/A 76-0078

19 JAN 1976

MEMORANDUM FOR: Director of Communications
 Director of Finance
 Director of Joint Computer Support
 Director of Logistics
 Director of Medical Services
 Director of Personnel
 Director of Security
 Director of Training

SUBJECT : First Class Travel

REFERENCE : Memo to Multiple Adses fr DDA dtd
 29 Oct 74, same subject

STATINTL

1. Referent memorandum (attached) requested that first class travel be authorized based on [redacted]. As you know, a standard format was followed this fiscal year for the Blanket Travel Order (BTO) covering Deputy Directors, Associate Deputy Directors and Office Directors for first class travel. The legend in that BTO cites the authority simply as [redacted]. Agency Auditors state that this is not sufficiently specific.

STATINTL

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2. Rather than issue amendments to the existing BTO's, it is requested that appropriate travel vouchers include the basis for first class travel as [redacted]

3. Blanket Travel Orders issued next fiscal year will contain the full citation, thus obviating the need for inclusion on the travel voucher.

/s/ John F. Blake

John F. Blake
 Deputy Director
 for
 Administration

44.

DDA/PS/RFZ:j1 (8 Jan 76)

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